



BUCHANAN HEIGHTS

COQUI GARDENS

COCONUT GROVE

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Chapter I: Responsibilities

A. **Purpose:** Provide guidance on the responsibilities of the Headquarters Commandant, Directorate of Public Works, Provost Marshall Office, Staff Judge Advocate, Senior Occupants, Mayors and Residents. It also establishes the housing standards to ensure housing is maintained in a safe and attractive condition and to protect Government Property.

B. **Applicability:** The standards established in this handbook apply to all personnel occupying quarters in U.S. Army Housing, Ft. Buchanan . This includes sponsors, their family members their guests and visitors. Hurricane procedures are covered under separate cover.

C. **References:** AR 210-50

D. Responsibilities:

1. Headquarters Commandant: The Headquarters Commandant is the command representative for all housing matters and is responsible for:

- a. Coordinating the dates and times of Town Hall Meetings.
- b. Preparing recommendations for the Garrison Commander on matters of awards, quarters of the month, and eviction and termination of quarters.
- c. Being the command Point of Contact (POC) to Senior Occupants.
- d. Coordinating quarterly Senior Occupants Meetings.

2. Directorate of Public Works (DPW): The DPW has the responsibility for providing the following services:

- a. Maintenance and repair of quarters.
- b. Provide self-help training.
- c. Provide refuse collection services.
- d. Mow, trim, and edge common areas.
- e. Notify residents when major projects are scheduled.
- f. Maintenance and sweeping of roads, sidewalks, and gutters.
- g. Removal of dead animals.
- h. Conduct daily inspections of the housing areas. Items to be inspected include:

(1) Lawns, parking areas, walks, refuse collection areas, trees, shrubs, and any landscaping features.

(2) Check for unsecured bicycles, carts, toys, etc., for security concerns and to avoid creating a safety hazard or unsightly appearance.

(3) Pest and insect control for quarters and associated outside areas, to include lawns.

(4) Coordinate with contractors and maintenance personnel to accomplish needed maintenance and repair (alert quarters residents, etc.) Ensure a Contract Officer Representative is assigned when applicable.

i. Investigate and resolve complaints of housing residents to the best of its ability. Refer unresolved complaints and cases of civil misconduct to the Senior Occupant and through the chain of command.

j. Provide utilities to housing areas.

k. Provide Senior Occupants and Mayors with area project list.

3. Provost Marshall Office (PMO): The PMO is responsible for:

a. Enforcement of traffic regulations.

b. Maintenance of discipline, law and order.

c. Control of non-domestic or stray animals.

d. Crime prevention and investigation.

e. Conducting a Community Relations Program involving walking, patrolling, and biking throughout all post housing areas.

4. Staff Judge Advocate (SJA): The SJA is responsible for:

a. Processing claims of damage to private property.

b. Reviewing eviction and other disciplinary actions.

c. Reviewing reports of surveys resulting from damages to Army Housing.

5. Senior Occupant: The Senior Occupant of each housing area will:

a. Act as Installation Command Representative within assigned housing area.

- b. Ensure compliance with the handbook.
- c. Conduct monthly inspections within the family housing areas, to include roadways, common use areas, playgrounds, parks, open areas, memorials, and report deficiencies to appropriate authorities.
- d. Direct cases of civil misconduct to the Headquarters Commandant.
- e. Support the area Mayor on “Beautification Days” and other Quality of Life Projects.
- f. Attend quarterly Senior Occupant Meetings.
- g. Act as the housing area official point of contact during hurricanes and other disaster-related events and/or as directed by Garrison Commander, Fort Buchanan.

6. Mayors: The Mayor will:

- a. Welcome new community members.
- b. Keep neighborhood residents informed.
- c. Represent the community at the Town Hall Meetings and selected community forums.
- d. Provide leadership to community. Each Mayor plays a vital role, ensuring quality of life is maintained within the military community.
- e. Encourage residents to participate in community programs and forums.
- f. Organize community events to include Spring and Fall clean-up days and quarterly block parties.
- g. Assist community police patrols in crime watch.
- h. Ensure neighborhood volunteers are properly recognized.

7. Residents: Fort Buchanan residents will:

- a. Become familiar with and adhere to the provisions of this handbook.
- b. Understand that occupancy of family housing carries the responsibility and self-reliance for doing “handyman” type work. These self-help jobs are those which normally would be done by a prudent homeowner to conserve his own funds and to preserve his individual premises.

c. Cooperate with Mayors, Senior Occupants and sponsoring units on all housing area activities.

d. Ensure family members, pets, yards, and quarters are properly cared for during any absence of sponsors.

e. Call the Housing Office at 707-3256/3265 if residents have any questions regarding this handbook.

f. Residents will ensure that their names are properly displayed on their quarters within three days of moving into the quarters.

E. Violations/Evictions:

1. Residents who fail repeatedly to comply with any part of the handbook will be subject to the actions described below:

a. 1st violation: citation

b. 2nd violation: letter of warning, issued by Chief, Housing Division

c. 3rd violation: letter of eviction issued by Garrison Commander

2. Residents and their families members will be subject to immediate eviction by the Garrison Commander if they are involved in misconduct of a serious nature, such as:

a. Criminal activities by any member of the household.

b. Multiple domestic disturbances.

c. Drunk, drugged, or disorderly misconduct.

d. Inherently dangerous actions.

e. Felony offense convictions.

f. Spouse/child abuse.

g. Misconduct which results in injury, property loss of a neighbor or of the government.

3. Appeal of letters of warning or eviction notices must be submitted within seven (7) working days to the Headquarters Commandant. Appeals submitted later than seven (7) days may not be considered timely for consideration.

F. Weapons Registration:

1. The use of privately owned firearms on Fort Buchanan is prohibited. The Provost Marshall Office Policy Memorandum No. 7, Control of Firearms and Dangerous Weapons, indicates the do's and don'ts regarding weapons.

2. Weapons, to include pellet guns, blackjacks, knives, Kung Fu sticks, BB Guns, bow and arrow, and slingshots, will not be discharged, thrown, or expended in housing areas. These types of weapons will be registered with the Provost Marshall Office.

G. Vehicle Use and Maintenance:

1. Street parking space is limited to many areas; avoid parking in front of quarters other than your own. The curbside wheels of the vehicle must be within 12 inches of curb or shoulder of road and not on the grass. Exceptions will be coordinated on a case by case basis with the Military Police.

2. Parking restrictions:

a. Do not park where prohibited by official signs, on sidewalks, in front of public or private driveways, within 15 feet of a fire hydrant, on grass areas or on lawns.

b. Families with two or more vehicles must avoid interfering with the parking rights of other residents.

c. Temporary or mobile carports will not be erected without prior approval of DPW.

3. Recreational vehicle parking:

a. RV's (motor homes, campers, boats, etc.) will be stored in assigned carport or in driveway. Other areas for parking will be coordinated with the Director of Logistics.

b. Owners will maintain seeded areas around RV's and repair any damages caused to the pavement or adjoining grounds.

c. Do not park RV's on streets, roadways, in front of yards, or within five (5) feet of any building.

d. Detached parking spaces will be marked by DPW and are for the exclusive use of families assigned those quarters.

4. Vehicle Maintenance:

a. The most common types of vehicle maintenance that may be done in housing areas are motor tune-up, rotating tires, and fixing flats. Residents are not authorized to change oil and oil filters of their private owned vehicles (POV's) in the housing area.

b. Examples of prohibited maintenance in housing areas are removal of hoods, fenders, engines, transmission, rear differential, stripping of vehicles, or painting of vehicles.

c. Vehicles placed on jack stands must be supervised at all times. Vehicles will not be placed on jack stands unsupervised, or left overnight.

d. Occupants will ensure that a “junkyard” appearance does not occur. The area where maintenance is performed must be kept thoroughly clean at all times. Residents will also ensure that a nuisance does not occur because of excessive noise.

e. Washing of vehicles is permitted within the housing area. Only non-toxic, environmentally safe detergents will be used. All excess soap and dirt will be cleaned up afterwards.

f. To report an abandoned vehicle, call the Desk Sergeant at the Provost Marshall Office at the PMO Traffic Section, at telephone 707-3809.

g. All vehicles on post must have a post registration, proof of insurance, valid inspection sticker, and valid registration documents for Puerto Rico or applicable state. Inoperable vehicles will be registered and tagged with a brown decal by PMO vehicle registration and will not be parked by streets or roadways. In addition, such vehicles will not be parked in driveways or carports for periods longer than thirty (30) days.

h. Do not operate two and three wheeled vehicles off the roadway, in any housing areas, in troop billeting areas, or in any training area.

H. Bicycles:

1. All bikes must be secured to a fixed object with an appropriate locking device when not in use. Non-compliance with the above may be grounds to disapprove a claim for stolen bicycles.

2. Bicycle operators must comply with the rules of the road to include traffic control signs, signals, and traffic control personnel. Operators must wear helmets and reflective vest or belt at all times when riding on streets or roadways.

3. During hours of darkness, bicycles will be equipped with a suitable headlight visible to five-hundred (500) feet, red tail light visible to three hundred (300) feet, and rear reflector, visible fifty (50) feet to three-hundred (300) feet. Additionally, bicycles will be equipped with wheel and pedal reflectors.

4. Parental control will be exercised to ensure that tricycles, skateboards, push scooters, etc., can be used under parental supervision in streets and roadways, due to the lack of sidewalks in the housing areas.

I. Supervision of Children:

1. The conduct of children is a parental responsibility. Parents will be responsible for the conduct of their minor children. Parents are financially responsible for the reimbursement of damage caused by their children while at play or involved in unlawful activity.

2. Children are prohibited from playing in or around any school without prior permission when school is not in session.

3. Children will not play around any drainage ditch, brook, creek, river, golf course, construction site, abandoned or unoccupied buildings or quarters, government or contractor equipment, bridges, water line trestle or water towers.

4. The following are basic standards for supervision of children by age group. Children's ages or the guidelines shall not be used as the sole factor for determining parental responsibility.

a. Children under the age of nine (9):

(1) Children under the age of nine (9) years shall be supervised at all times, in all locations and during all activities by a responsible parent, housekeeper, nursemaid, or babysitter over twelve (12) years of age. They must not be left alone in vehicles or in quarters/homes for any period of time.

(2) Children under nine (9) years of age require close supervision and should only be allowed to go to a playground within the eyesight of parents or other caretaker.

b. Children between the ages of nine (9) and eleven (11) (children who are at least 9 but have not reached their 12th birthday) will be supervised as follows:

(1) May be left unaccompanied at home for up to two (2) consecutive hour between 0600 and 1900.

(1) Allowed use of all AAFES exchange and Morale, Welfare, and Recreation (MWR) facilities upon presentation of a valid dependent's identification card DD-1172.

(2) Will not baby-sit or care for siblings or other children.

c. Children between the ages of twelve (12) and seventeen (17) (children who are at least twelve years of age but who have not reached their eighteenth birthday) shall be supervised as follows:

(1) May stay home unattended between 0600 to 2200 Sunday through Thursday, and 0600 to 2400 Friday and Saturday. Parents are responsible to ensure children in this age group are not left alone on a continuous basis.

(2) May participate in all on-post activities, organized school and sports activities,

and utilize facilities (e.g. Teen Center) between 0600 to 2200 Sunday through Thursday, and 0600 to 2400 Friday and Saturday, and when accompanied by a parent or guardian, after 2200 Sunday through Thursday, and 2400 Friday and Saturday.

(3) All parents who leave Puerto Rico, or who are away from home for a period of more than 24 hours shall utilize a special form “Appointment of Guardian for Parents absent for more than twenty-four (24) hours.” Parents or guardians will appoint another responsible adult to be the caretaker of the children during their absence. This form must also be signed by the appointed guardian to acknowledge that that person has accepted custodial responsibility for the children. The appointed person shall be responsible to provide appropriate supervision of the children in accordance with the provisions of this instruction. The appointed person shall also be provided with the necessary power of attorney document to care for the children. If the appointed guardian is not a privilege card holder, a second guardian, who is a privilege card holder, must also be appointed, in order to provide access to the commissary, exchanges, medical treatment facilities and services on behalf of the dependent children. Parents must ensure that the appointed guardian and chain of command of personnel are provided with telephone numbers and addresses where they may be reached at all times.

(4) In all cases, application of these guidelines will always take into consideration the safety and well-being of the children. The level of supervision that children require varies greatly with each child. The physical, mental, and emotional growth of each child is very diverse and be very complex. Therefore, the level of supervision that children may require at any given period may vary for different children

5. Special considerations:

a. Vehicles:

(1) Children under the age of ten (10) should never be left alone in vehicles.

(2) Children of any age should never be left in a running vehicle without the presence of a licensed driver.

(3) Keys should be removed from the vehicle whenever driver is not in vehicle.

(4) Temperature, ventilation requirements, circumstances, and maturity of the children should always be considered when children over the age of nine (9) are left in a vehicle for a brief period of time.

b. Quarters/Homes:

(1) Special attention should be given to the prevention of accidents and fire hazards. Combustible and flammable liquids, space heaters, irons, or hot cooking utensils should not be left in a location that is easily accessible to children. Activities which compromise safety are not permitted.

(2) A child's physical, mental, and emotional maturity must always be taken into consideration before leaving children alone at home.

J. Control of Pets:

1. All pets kept on post will be registered within five (5) working days of housing assignment with the Veterinary Health and Services Disease Control activity. Vaccination record will be maintained upon request to the proper authority.

2. Control of all pets is the direct responsibility of the owner. All pets will be leashed or confined to the premises of the owner or a veterinarian confinement facility (kennel). Pets outside of occupant's yard area will be restrained by a leash and under the control of the owner or a representative; cats will not be allowed to roam. Children will not walk pets they cannot control. Pets are not authorized to be inside children's playgrounds.

3. Pets, when confined outside, will be kept on occupant's yard only and maintain a sufficient distance from sidewalks. Pets will not be left outside during inclement weather.

4. Owners will clean up animal feces daily in their quarters area and as it occurs while in common areas such as parks and roadways. Violations are consideration for eviction from government quarters.

5. Kennels will not be operated in government quarters.

6. A family is allowed two (2) pets in government quarters. One (1) litter is authorized per year, per family, and will be removed from quarters after they are no longer nursing. Additional pets over the limit may be allowed by exception to policy by the Garrison Commander.

7. Animals of the primate families (e.g., monkeys), exotic animals (e.g., ferrets, snakes), and animals protected by the Endangered Species Act cannot be pets in government quarters. Farm animals (e.g., chicken, cattle, goat, sheep, pigs, ducks, and rabbits) are not allowed as pets without exception to policy approval from the Garrison Commander.

8. Report any stray animals to Military Police, at telephone 707-3337.

9. Report dead animals to DPW work order desk.

10. Animal bites: Provide first aid and report all animal bites to the Military Police. Animals should be transported to veterinary facility and confined for ten (10) days. Owner of the animal is responsible for any and all charges.

11. Do not feed wild animals. Do not capture, trap, or purchase wild animals. Call the MP Desk Sergeant at telephone 707-3337, or DPW work order desk, telephones 707-3971/3291, if wild animals are spotted in your area.

12. For additional information on animal control, see SC Reg. 404, Veterinary Health Services and Animal Disease Control, or call the Installation Veterinary Clinic.

K. Grounds Maintenance/ Area Policing

1. Family housing residents are responsible for the area extending fifty (50) feet from quarters, halfway to adjacent building, all the way to center of street, playground, or drainage, whichever is greater.

2. Houses will be clean from exterior mildew and dirt. Exterior paint will be properly maintained.

3. Sidewalks and streets to centerline in front of quarters will be swept and free of litter.

4. Lawn must be properly mowed and edged, flowerbeds weeded, hedges and shrubs trimmed (to prevent snakes, fleas, and other insects from infesting the area), and water drains cleaned.

5. Yard clippings will be bagged and put inside dumpsters. No trash will be allowed around the dumpsters. If dumpster is full, use the next closest dumpster. If one is not available, contact DPW.

6. Residents are encouraged to plant flowers. Flowerbeds must be kept free of grass and weeds. Borders or edges must be removed prior to clearing quarters.

7. Hurricane shutters will only be installed upon direction of DPW. Shutters will be stored appropriately.

8. Windows and louvers will be kept clean and free from excess dirt and mildew.

9. Outdoor mats will be kept clean, organized, and sanitary.

10. Residents may maintain gardens in the rear yard areas of their quarters. Cultivated areas will be kept free from common areas will be kept free from grass. Garden plots will be small (12 ft square maximum), and common areas will not be used. When quarters are cleared, ground will be reestablished to original condition.

11. Lawns may be fertilized; however, care must be taken not to over-fertilize. Lawns can become damaged and excessive chemical may damage the environment. Please contact the Environmental Office, DPW, at telephone 707-3508, for more information.

12. Residents have ownership of all trees, plants, etc., in their yard and are responsible for their maintenance.

13. Water Conservation (lawn watering):

a. When rainfall is insufficient for proper lawn maintenance, lawns may be watered. Lawn watering will not start prior to 1800, and will stop at 2300. Longer times can be allowed for larger yards, if approved by DPW.

b. Run-off on streets due to over-watering will not be allowed. Sprinklers will not be placed where they force people from the sidewalks.

c. Quarters sponsors are responsible for gardeners and should inform them of these requirements.

14. Tree Maintenance:

a. Please contact the DPW Work Order Section, at telephone 707-3971, for removal of trees or shrubs that are dead. The DPW Environmental Division will conduct a survey and remove when necessary.

b. Residents will not remove trees. DPW is responsible for all tree removals.

c. Please contact DPW before planting any trees. Tree growth may affect power lines, or the health of other residents. Do not tie up or wrap string, wire, rope or chain around trees. Do not nail, spike, or carve on trees.

15. Bees, birds, and bat removal: For removal of bees, birds, bats, or other animals that impose a threat to health, call DPW work order desk.

16. Community Mayors and Senior Occupants will report to DPW the cleanliness of the playgrounds adjacent to their respective housing area.

L. Alterations and Additions to Buildings:

1. All construction alterations must be approved in advance by Chief, Housing Division.

a. To request permission for any type of alteration or addition to individual quarters, submit DA Form 4283, Facility Engineering Work Request, to the Family Housing Office. Blank forms are available at the Housing Division in bldg. 1140, Fort Buchanan.

b. Attach a sketch of the proposed structure, list of materials, and any other appropriate documents to the DA Form 4283.

c. Swings and hammocks may be attached in a temporary manner only.

d. The following projects are not authorized:

- (1) Structural renovations to existing structure.
- (2) Major electrical renovations.
- (3) Replacement of government appliances by other sources.
- (4) Full Interior or exterior painting.
- (5) Replacement of sinks, lavatory, faucets, flush valves, bathtubs, or water closets.

(6) Replacement of resilient or ceramic tile.

2. Community projects for construction or improvement, which are for the general benefit of the community, will be initiated by the Mayor or Senior Occupant. If you have recommendations for the projects, report them to your Mayor.

3. Fences:

a. Approval from the Housing Office is required prior to construction or erection of fences. Residents are allowed to install fences only in backyards and at their expense. A contractor may install fencing if the contractor has a solicitation permit.

b. Rules for residents when installing fences are as follows:

(1) Quality of construction will conform to housing specifications, which will be given at the time of application.

(2) No barbed wire or electrically charge fences will be allowed.

(3) Residents must maintain fences at all times.

(4) Fence must not limit access to utility poles, transformers, fire hydrants, public sidewalks, roads, or parking areas.

(5) Fence must be removed when resident clears quarters.

(6) Fence may not be permanently attached to quarters.

(7) Maximum height of fence is 60" (5 feet), and the minimum is 36" (3 feet).

(8) Decorative fencing may be installed in front of yards to border flower gardens or plants. Height may not exceed 24" (2 feet).

c. Authorized fence material:

(1) Chain link diamond mesh must have exit door accessible from both sides.

(2) Wood privacy fence must have exit door accessible from both sides.

d. In areas with upstairs/downstairs quarters, both families must agree to a fence in writing, unless instructed by Garrison Commander to install fence to protect people and animals. Any agreement reached by the residents remains in effect until both residents depart housing.

4. Storage Sheds: Storage sheds will be constructed and located upon DPW approval.

a. Storage sheds/storage building will normally be placed at the rear property line of the quarter's area.

b. Storage shed structures will be painted and properly secured at all times.

c. All additions to family quarters must be removed. If left intact upon termination of quarters, Housing Division must approve structure.

d. Prior to final termination, unless prior approval of the Chief, Housing Division is granted, failure to remove additions will result in occupant being charged to remove such additions.

5. Swimming Pools and Hot Tubs:

a. Above ground swimming pools and hot tubs may be erected in backyards only, and then only with prior approval of the Chief, Housing Division.

b. If water is left in pool or tub overnight, area must be fenced. Sponsors must obtain appropriate liability insurance coverage.

c. Ground contour will not be altered.

d. Seeded areas must be restored to original condition when pool is removed.

e. Care must be exercised when draining pools to control run-off and avoid causing problem for other residents.

6. Installation of outside television antennas is authorized. Satellite dishes must be approved by Chief, Housing Division.

7. Radio antennas for amateur radio stations and Citizen Band (CB) must have the approval of Housing Office before operation or installation. Operator's licenses are required in accordance with FCC rules and regulations.

8. Patio covers/enclosures or similar structures may not be installed without prior approval from the Housing Office. Patio enclosures will be requested to Chief, Housing Division. A copy of plans and list of materials will be included with the request.

9. Pet houses:

a. Pet houses are allowed in the backyard, not more than 50 feet from the rear of the quarters.

b. The structure will be of sound construction, painted, and in neat appearance.

c. It will be cleaned of any animal waste daily, and kept free of ticks, fleas, and other parasites.

d. Residents of upstairs/downstairs quarters must reach an agreement with the residents above/below their quarters prior to installing a pet house.

e. Structures will be removed prior to quarter's clearance and grounds will be restored.

10. Basketball backboards:

a. Basketball backboards may be installed with prior approval from Housing Office.

b. They must be pole mounted and not attached to quarters, dwellings, utility poles, or any other structure.

c. The resident is responsible for noise enforcement in court area and damage during installation or removal, or during playing of games associated with backboard.

d. Backboards and poles will be removed prior to clearing quarters.

11. Miscellaneous:

a. Decorative items may be placed on lawns, provided they are maintained, tasteful and are not offensive in appearance. Prior approval is not required.

b. Residents will not paint without prior approval from Housing Office. Paint colors will be in accordance with Installation Design Guide.

c. Trampolines left outdoors unattended or overnight must be secured, so that they cannot be used unsupervised or be stolen.

M. Appearance and Sanitation.

1. Refuse Collection:

- a. Garbage and trash cans will have well-fitted covers on cans at all times, be cleaned weekly, and be properly stored in racks, enclosures, or neatly arranged.
- b. Leaves and grass will be placed in bags, and wood shall be cut in small pieces no more than three to four feet.
- c. Collection days will be Mondays and Fridays, beginning at 8:00 am. Refuse Containers will be removed from the curbside no later than 1900 hours the on the dates of pick-up.
- d. Special pick-ups for large bulky items or packing materials can be arranged by calling DPW telephone 707-3879.
- e. Trash will not be left outside any dumpsters at any time.

2. Recycling Program:

- a. There are two types of recycling programs at Fort Buchanan:

(1) Drop-off Program:

(a) There are three compartment 30-yard containers, located in nine sites as follows: DPW area, PX area, Welcome Center area, Buchanan Heights (1014), Shoppette building, picnic area/tennis court, auto-shop, Antilles Consolidated School System, and the teen center.

(b) Recyclable materials will include: corrugated cardboard, newspaper and office paper, glass bottles (clear, amber, and green), and plastic. These materials must be separated and bagged.

(2) Blue Box Program:

(a) Blue boxes are available for quarters on post via AFH and/or Supply at telephone 707-5811.

(b) Collection will be on Wednesdays at 9:00 am.

(c) Recyclable materials will include glass bottles (clear, amber, and green), beer and soda cans, soda, milk, juice and detergent plastic bottles, newspaper and cardboard.

3. Residents will apply good sanitation practices. They will keep foodstuff refrigerated and sealed and use self-help efforts to control household and lawn pests, such as cockroaches, ants, wasps, silverfish, earwigs, pillbugs, etc.

4. Residents should check smoke detectors monthly, and immediately report any detector which doesn't work properly to the DPW work order section. Working detectors will have a red visible light from the outside cover.

5. All fires, regardless of size, will be reported to the Fire Department, at telephone 707-3917/792-0465.

N. Commercial Activities.

1. Yard/Patio Sales:

- a. The DCA is the approving agency for patio sales.
- b. Only two patio sales are allowed per family/per year. The Garrison Commander may grant exception to this policy.
- c. Food or drink items will not be sold.
- d. Military clothing and equipment will not be sold.
- e. Yard/Patio sales are authorized on Saturdays only.

2. Home enterprises:

- a. The Garrison Commander must authorize all commercial enterprises.
- b. The following activities are prohibited in housing areas and quarters:
 - (1) Door to door solicitation.
 - (2) Home-based business or commercial solicitation without permission from the Garrison Commander.

3. Child Care:

- a. Occupants of government quarters may provide child care in their homes.
- b. Certification, registration, and clearance through Family Child Care (FCC) and Child Development Services (CDS) is required.
- c. The Fire Department and Health Services Inspectors are required to certify child care houses.

O. Community Relations:

1. Quiet hours in the housing areas are from 1300-1500 daily, and from:

2200 Sunday to 0600 Monday
2200 Monday to 0600 Tuesday
2200 Tuesday to 0600 Wednesday
2200 Wednesday to 0600 Thursday
2200 Thursday to 0600 Friday
2200 Friday to 0800 Saturday
2200 Saturday to 0800 Sunday
2200 to 0800 Holidays

Exceptions will be coordinated with Housing Area Senior Occupants.

2. Domestic Tranquillity:

a. Actions and activities contrary to health, safety, or morale of community will not be tolerated. This includes spouse/child abuse, battery, dealing or unlawful possession of drugs, contraband activities, unlawful distribution of alcohol to minors, and excessive noise.

b. Violations of these principles will cause withdrawal of the privileges of occupying government quarters and/or expulsion of family members from all military installations in Puerto Rico.

c. Matters involving criminal activity and serious disturbances will be reported to the Military Police, Criminal Investigator, or Garrison Commander.

3. Yard of the month is awarded to one family quarters per housing area every month. The Mayors supervise this program. Final award is approved by the Installation Volunteer Coordinator Office.

4. Holiday Activities:

a. Use of indoor and outdoor decorations is authorized as follows:

(1) Decorations and signs will be in good taste and not offensive to the public.

(2) Inside lighting will be limited to encourage energy conservation.

(3) Outside lighting will be weatherproof and will be limited to three (3)

sets of 50 feet medium lights, or five sets of 75 feet miniature lights.

5. Meetings: There will be two mandatory Town Hall Meetings, in January and in July. Each resident sponsor will attend.

Chapter II: Public Works Services

A. Environmental Concerns

1. Asbestos and Lead Levels in Family Housing: Asbestos and lead testing have been conducted at Fort Buchanan, similar to other Army installations.

a. Lead Based Paint: Lead Based Paint is primarily a concern for young children. They may be adversely affected by increased blood levels due to consumption, or exposure to chipping or sandblasting of lead-based paint. Exterior building testing conducted in 1993 revealed EPA safe levels with the exception of Las Colinas handrails, and some isolated windowsills. Interior building testing conducted in October 1993 indicated safe levels with the exception of closet shelving. Flaking or chipping of paint on closet shelves should be reported to DPW.

b. If you have any questions or concerns, please contact the Environmental Division, Directorate of Public Works, at telephone 707-3575/3576.

2. Endangered Species: The most common endangered species on Fort Buchanan are the Puerto Rican Boa, the West Indian Ruddy Duck, and the Palo de Rosa (Rosewood tree). These species are currently listed as endangered, and they inhabit our Installation in protected habitats.

a. The Puerto Rican Boa lives in damp hilly areas, and can be found either on the ground or in trees. This snake is absolutely harmless, and it is unlikely that it will migrate to the developed areas of the Installation. It grows six (6) to eight (8) feet in length, and cannot be forced to release its bite after it strikes. Like any other snake species found in Puerto Rico, this boa is not poisonous. Intentional harm to the boa can result in up to a \$10,000 fine.

b. The West Indian Ruddy Duck lives at the small island in the lake behind the Antilles Middle School. This is an off-limits area, and any attempt to harm, distract, or disturb the duck can also result in up to a \$10,000 fine.

c. The rosewood tree is limited to well-drained, alkaline, rocky soils, derived from limestone or serpentine. The only known location of the rosewood tree is the highest haystack hill in the northern part of the Installation. This is a small tree that grows to five meters in height, but has been reported to reach 15 meters.

3. Mosquito Fogging: Ultra Low Volume (ULV) fogging for mosquito control on post will be performed weekly, weather permitting. Fogging will be delayed during rainfall or if winds exceed 10 knots.

a. The fogging is directed toward all types of mosquitoes. Mosquitoes breed in stagnant water.

b. The female *Aedes Aegypti* mosquito is of great concern. It transmits the viral disease “dengue.” The symptoms of dengue include severe aches in muscles and bones, chills, and fevers. The more severe hemorrhagic dengue strain has risen to over 200 cases annually in Puerto Rico, with high incidences in Arecibo, Bayamon, Caguas, Carolina, San Juan, and Humacao.

c. The most effective time to fog for mosquitoes is after the sun is set, when the mosquito population is most active. Under normal conditions, fogging starts at around 7:00 p.m., while in the summer the time is moved back to after 8:00 p.m. It is very important for all Housing Residents to keep their children and pets off the streets when the vehicle is fogging, since all pesticides can be harmful if over-exposed to them.

4. Dangers: Parents should be conscious of potential environmental hazards described above, and are responsible to educate and control their children and pets accordingly.

a. All persons should also avoid the mongoose. It is the primary carrier of rabies in Puerto Rico. Healthy mongooses are shy, so you should rarely see one. If a mongoose appears friendly or unafraid, avoid all contact – it is probably rabid.

b. Avoid and report any stray animals to the Military Police. Snakes and rats should also be avoided.

c. Children should also avoid potential injuries from drainage ditches, and high water levels in El Toro Creek malaria channel. The Malaria Channel runs from the electrical substation near Coqui Gardens along the 200 area, behind Post Headquarters and the Tennis Court, along the 500 area, to the Perimeter Road entrance at the wash rack.

B. Standing Operating Procedures for Fort Buchanan Self Help Program

1. References:

- a. AR 420-22, Preventive Maintenance and the Self-Help Program.
- b. AR 210-50, Family Housing Management.
- c. DA PAM 600-45, Army Communities of Excellence.

2. Purpose. The purpose of this Standing Operating Procedure (SOP) is to :

- a. Implement the voluntary self-help program
- b. Establish procedures enabling all activities utilizing Government facilities, including family housing occupants to perform maintenance, repair refurbishment, and grounds improvement.

- c. Maximize the utility and appearance of existing facilities.
- d. Conserve funds, manpower, and energy.

3. Applicability. This regulation is applicable to all activities utilizing facilities located on Fort Buchanan, to include activities and tenant activities that are occupying Government buildings supported by Fort Buchanan.

4. General:

- a. The self-help program is established to allow for repair or minor renovation of any building or area where the occupants have the skills and motivation to improve their surroundings.
- b. The self-help program does not replace regular DPW procedures for service order or work order requests, but is an alternative for getting work accomplished, often quicker.
- c. Activities/participants/family housing occupants will develop self-help project ideas, and provide voluntary labor to accomplish the projects. Standard projects approved will be made available to all occupants, as applicable to respective housing areas.
- d. DPW will provide through the self-help program: materials, tools, pre-training, and technical assistance necessary to accomplish self-help projects.

5. Directorate of Public Works Responsibilities:

- a. Operate a self-help program with classroom, training assistance staff, and issue point manager.
- b. Analyzing requirements of the project in terms of labor, skills, materials, and tools needed.
- c. The Supply and Storage Division has primary responsibility for operating the program, coordinating training, technical support, construction supervision, providing and issuing materials and tools necessary to support the program through the issue point manager.
- d. Set the standards for technical design, construction, and materials for approved self-help projects.
- e. All Self-Help Project Requests must be submitted to Chief, Family Housing for approval.
- f. Make determinations as to adequacy of skilled personnel available to accomplish proposed self-help projects.

g. Provide technical guidance, training, and advice to self-help participants as needed.

h. DPW is required to provide publicity to encourage the use of the self-help program, utilizing the weekly bulletin, Post newspapers (El Morro), WBUC, and staff briefings as necessary to achieve the desired results.

6. Policy:

a. DPW will review self-help projects to ensure there is no conflict with the on-going /proposed projects listing.

b. Self-help participants will not increment requirements to circumvent approval limits.

c. Self-help will not be used for roof repairs, work on water/sewer lines, or electrical systems.

d. Interior painting of family housing buildings will be performed by the family housing painting contractor. Exceptions to this policy may be requested by submitting a DA Form 4283, Work Order Request to Chief, Housing Division for approval/disapproval.

7. Procedures for Family Housing Occupants.

a. Family housing occupants may proceed directly to the self-help center to obtain self-help supplies. Each set of quarters has a \$100 annual limit in materials for interior and exterior self-help supplies for minor maintenance and repair, including touch-up paint.

b. Proposed projects shall be submitted on a Work Request (DA Form 4283), with a description and purpose of the project, and a detailed sketch of the proposed project.

c. Standard approved projects are also requested by Work Request (DA Form 4283), with a sketch of proposed location. AFH (Army Family Housing) approval is granted following pre-training for the specific project. Materials may be transported by the occupant or DPW, depending on the quantity of materials required and occupant ability to transport. Projects will be completed by occupant in less than thirty (30) days from receipt of materials. Quality control inspection will be conducted by AFH within 24 hours of occupant notification of completion of predetermined phases of the project, and also on a periodical unannounced basis.

d. Supply shall provide to AFH a copy of the Material of the Safety Data Sheets (MSDS) for all materials to be used in the self-help store/projects. AFH will maintain a notebook file of the MSDS for housing occupant review.

8. Pest Management:

a. Purpose: To provide guidance on items that are appropriate for issue as part of the Army self-help Pest Control Program.

b. Applicability: This program applies to occupants of military housing and all other administrative facilities on Post.

c. Reference: AR 420-76, Pest Management, 3 June 1986.

d. In accordance with AR 420-76, paragraph 3-14, the primary responsibility for control of nuisance pests is with the building occupant. Examples of nuisance pests are ants, silverfish, cockroaches, and mice.

e. The Installation Pest Management personnel will conduct pest control services in military housing and administrative areas only when the occupants have been unable to control pests having made a concerted effort, or there is an infestation of fleas, ticks or termites.

f. Records shall be kept by the Supply self-help shop of pesticides that were provided to occupants. Records will include house or building number, amount and kind of pesticides issued and the date it was issued. The pest controller will review these records prior to inspecting or treating military housing or other facilities.

g. The following self-help trap pest control items will be kept in the self-help shop for post residents:

Items	National Stock Number (NSN)
Mouse Trap Spring	3740-00-252-3384
Swatter Fly	3740-00-252-3383
Roach Trap (Mr. Sticky)	3740-01-096-1632
Insecticide, Combat (Small)	6840-01-180-0167
Insecticide, Combat (Large)	6840-01-224-1269
Insecticide, Combat (Ants)	Local Purchase
Insecticide, Whitmire PT 565 Plus	6840-01-823-7849
Insecticide, Boric Acid Whitmire PT 240	6840-01-287-3938
Insecticide, Wasp Freeze	6840-00-459-2443
Insecticide, Boric Acid, Bait	Local Purchase
Trap, K Glue, Rodent	3740-01-240-6170

h. Issue of the following items in self-help is prohibited:

Items	National Stock Number (NSN)
Insecticide, Dphenotain 2% Aerosol	6840-01-067-6674
Spring Loaded Rat Traps	---
Rodent Bait	---
Herbicides	---

i. Pest controllers will not make visits to remove dead rats or mice. It will be the occupant's responsibility to dispose of dead rats and mice by placing them in the dumpsters.

j. The only persons authorized to give advice on which pest control treatment to use are certified pest controllers and the Environmental Officer. Should residents of Fort Buchanan require advice, they can call the Environmental Officer at telephone 707-3508, or the pest control shop at 707-3894.

k. Articles related to pest control problems will be published in El Morro periodically, and what actions the residents will have to take correct them.

Chapter III: Phone List

Emergency

Fire Department: 707-5911
Military Police: 707-4911
Health Clinic 707-2535
DPW Workorder: 707-3971
Red Cross: 707-3471

Medical

Health Clinic
Appointments: 707-2050/51
Dental Clinic: 707-2040/42
Veterinary Clinic: 707-2038

Schools

Superintendent: 792-7555
High School: 792-5286/2736
Middle School: 273-6960/7016
Intermediate School: 792-7615/7430
Elementary School: 792-6138/2755

Housing Office

Chief: 707-3256
Housing Mgmt Asst. 707-3433/3737
Secretary: 707-3256/3265

Housing Referral Office

Supervisor: 707-3284
Inspector: 707-3753
Secretary: 707-5811

Furnishings Management Office

Supervisor: 707-3367
Secretary: 707-3367

Command Chaplain

Command Chaplain: 707-2890

Retail

AAFES
Mainstore: 707-2066
Military Clothing: 707-2063
Toyland: 707-2179
Class Six: 707-2062
Service Station: 707-2435

DECA

Commissary Officer: 707-2082
Customer Service: 707-2087

Community Activities

Child and Youth Svcs.: 707-3399/3569
Child Development Ctr.: 707-3388/3598
School Age Services: 707-3468/3280
Youth Services: 707-3434/3787
Teen Center: 707-3826
Youth Sports Programs: 707-3466
Middle School Programs: 707-3783

